

Bedford – Capital Expenditures Committee Minutes

Date: Wednesday, September 24, 2014 in the Town Hall 2nd Floor Conference Room

Committee Attendees: Jon O'Connor (OC), Jim O'Neil (JO), Barbara Perry (BP), Abbie Seibert (AS), Jean-Marc Slak (JM), William Moonan (WM), Brian Bartkus (BB), Tony Battaglia (TB) and new member (not officially sworn in) Karen Dunn

Absences: None

Other Attendees: Jessica Porter (JP) - Assistant Town Manager , Taissir Alani (TA)- Facilities, Victor Garofalo (VG) – Finance Director/Treasurer, Ron Scaltreto, Facilities Department

Meeting called to order by OC at 7:30pm

Minutes of the last meeting were not received to be reviewed and approved.

OC welcomed Karen Dunn as a new member to the Capital Expenditures Committee (CEC).

JP distributed the Draft 6 Year Fiscal Plan to the CEC for review and discussion. The various Department Heads will be presenting their respective departmental CapEx summaries over the next several weeks. There will be a comprehensive presentation of the capital expenditures on October 1, 2014. Each departmental liaison from the CEC should meet with the respective departments before their presentation.

In addition, JP provided the School Department's Draft 6 Fiscal Year Information Technology Capital Budget as a means for greater clarification as to what is included in that plan.

OC and JM stated that the CEC will vote on the upcoming Fiscal Year Capital Expenditure Plan and not on the 6 Fiscal Year Plan. The later plan will be reviewed and submitted for planning purposes.

TA presented Bedford Public Facilities - Mission & Vision Statement followed by the Facilities Management Plan (?) He discussed the basis of how the Facilities Dept. tends to the 21 Public Buildings and 750,000 sq. feet of space within the buildings.

TA presented the various methods of maintenance that the Facilities Department follows on a routine basis. TA described and illustrated through photos the types of issues and repair that the Facilities Department has had to manage. A key area of discussion centered on the roof repair at various buildings. JO questioned why this would be brought to the CEC versus going through emergency funds or the maintenance budget. TA described the basis as being how a need for a consultant to locate various leaks on roofs and windows could assist in extending the life of the buildings versus just the typical repair and maintenance effort. This would then turn into a potentially greater need for capital to perform the repairs or replacement. Plus the staff level (6 full time facilities staff members) may not have the capacity to perform the work required.

TA then went through the \$2.8M MEP Plan (Mechanical/Electrical/Plumbing) for the Town Hall. See the detailed handout for discussion points.

In summary, TA described how needs to be replaced with more energy efficient models lights. Fire Alarm system needs install and upgrading. The elevator needs upgrading. Plumbing fixtures require minor upgrading. A Fire Protection system needs to be installed. The HVAC upgrade had various options where TA recommended Alternate 2 in the MEP handout which is to go with a Variable Air Volume (VAV) system. Finally TA addressed the Facilities Departments recommendations over the construction work in the Multi-Purpose Room (MPR).

OC asked the CEC for any questions related to the presentation. There was discussion over the need to perform the work in the MPR. JB asked if the entire MEP proposal had to be performed or could the work be separated out. TA stated the work can be separated out which is why he presented it in the fashion that he did. However, if any of the work that was not performed and had to be performed in the future then it may cost more due to time as well as having the efforts being done all at once as a whole. BM mentioned that there may be an option to have the MPR be converted into a Town Museum.

TA illustrated the various temperature and humidity levels in the various offices of the Town Hall taken on August 9, 2014. TA was demonstrating what the various recommendations of the HVAC system upgrades would do to assist in resolving the various temperature/humidity levels.

VG described how the Preservation Committee is put in \$500K to perform the MEP work. Also, recent negotiations with the bond company revealed that the Town could receive a \$479K cash incentive to be used for a project such as the MEP plan.

TA would prefer to begin the solicitation process as soon as possible so that the HVAC would be ready to provide heat by the next Fall.

OC asked for a "sense" survey from the Committee and not a vote. The vote would be when all of the capital plans would be evaluated. The sense was 6 – For, 2 - Probably with changes to the plan, and 1 - Neutral.

JP discussed the various upcoming meetings with 10/1/14 being a very important one where all of the Capital Expenditure Plan will be outlined followed by every Wednesday, until 11/30/14, with a department presenting their respective plans.

The next CEC Meeting is scheduled for 10/1/14 at 7:30pm

Meeting adjourned at 10:25pm.

Prepared by Tony Battaglia

Minutes approved on October 1, 2014